

**DRAFT MINUTES**  
**BROOKFIELD PLANNING COMMISSION**  
**THURSDAY, December 5, 2013 7:45 PM**  
**MEETING ROOM #133 – TOWN HALL, 100 POCONO ROAD**

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1. **Convene Meeting:** Chairman Van Hise called the meeting to order at 7:45 PM and established a quorum of members:

**Present:** Chairman Jon Van Hise; Vice Chairman Art Kerley; Secretary David Frankel; Linda Taylor; Geoffrey Hunton; Irv Agard\*

**Also Present:** Ralph Tedesco, Director of Public Works & Town Engineer; Emily Cole Prescott, Recording Secretary

\*Chairman Van Hise noted that Irv Agard is an alternate member for this evening's meeting.

Chairman Van Hise noted that Irv Agard has been appointed to the Commission as an alternate member; the Commission members introduced themselves to Mr. Agard.

Geoffrey Hunton introduced himself and stated that he is happy to be on this Commission as a full member.

2. **Review Minutes of Previous Meetings:** 11/21/13 – G. Hunton asked that his name be corrected to state "G. Hunton" rather than "B. Hunton". **A. Kerley made a motion to accept the minutes of the 11/21/13 Brookfield Planning Commission meeting as corrected. G. Hunton seconded the motion, and it carried unanimously.**

3. **Old Business:**

a. **23-27 Carmen Hill Road #200500619: Request for Partial Release - \$365,339.41**  
*(leaving a remaining amount of \$26,420)*

1. **Memo to the Planning Commission from R. Tedesco dated 11/26/13 Re: Brookfield Heights Subdivision Bond Release Request**

*Paul Scalzo of Tori Lane and Jason Sivo of Nabby Road were present to discuss this matter.* R. Tedesco stated that he has submitted a memo recommending the release of \$365,339.41, which leaves a remaining amount of \$26,420. **A. Kerley made a motion to accept the recommendation of the Town Engineer regarding property #200500619 [23-27 Carmen Hill Road] for a partial bond release in the amount \$365,339.41, which will leave a remaining balance of \$26,420. L. Taylor seconded the motion, and it carried unanimously.**

4. **New Business:**

a. **540 Federal Road #200800284: Oak Meadows – Bond Release Reduction – \$1,043,812.52**  
*(leaving a remaining amount of \$110,656.48)*

1. **Bonding Cost Estimate – Site Work prepared by CCA, LLC dated 11/18/13**

2. **Original Paperwork submitted for reference – Letter from K. Daniel dated 11/10/09 & Subdivision Bonding Estimate Form**

3. **Memo from R. Tedesco to the Planning Commission dated 12/02/13 Re: Oak Meadows Phase I First Bond Release**

R. Tedesco stated that he had informed the applicant that it was not necessary to attend this evening's meeting. R. Tedesco noted that there are a few more phases of the project that will be completed. R. Tedesco mentioned that in his memo he recommended the release of \$1,043,812.50, which would leave a remaining amount of \$110,656.48. **G. Hunton made a motion to approve the bond release for Phase I of the project per the recommendation of the Town Engineer for \$1,043,812.52, which leaves a remainder of \$110,656.48 for Oak Meadows Phase I [540 Federal Rd] application #200800284. A. Kerley seconded the motion, and it carried unanimously.**

5. **Minutes of Other Boards & Commissions:** 11/18/13 Wetlands; 11/21/13 Zoning; 11/25/13 Wetlands; 11/22/13 special Board of Selectmen

- **11/18/13 Inland Wetlands:** Chairman Van Hise noted that the Wetlands Commission was reviewing the Cadigan Park and Town Beach Improvements application. A. Kerley noted the discussion about 57 Laurel Hill Road.
- **11/21/13 Zoning:** Chairman Van Hise noted that the Zoning Commission had also reviewed the Brookfield Parks Revitalization Project for the Cadigan Park and the Town Beach Improvements. Chairman Van Hise noted that the Brookfield Parks Revitalization Project has been approved by the Zoning Commission. Chairman Van Hise noted that the regulation change regarding LED lighting has also been approved by the Zoning Commission.
- **11/25/13 Inland Wetlands:** Chairman Van Hise noted that the Inland Wetlands Commission has reviewed an application for 57 Laurel Hill Road.
- **11/22/13 special Board of Selectmen:** A. Kerley noted discussion of a proposed ordinance regarding well water testing.

6. **Correspondence:** There were no other pieces of correspondence.

7. **Informal Discussion:**

a. **Plan of Conservation and Development:** Chairman Van Hise stated that there was a design guideline workshop tonight at 7:00 PM at the Brookfield Library, of which five Planning Commissioners attended.

L. Taylor asked Chairman Van Hise about the Planning Commission's role in the Plan of Conservation and Development. Chairman Van Hise stated that the Planning Commission has already adopted the Four Corners Revitalization Plan into the Plan of Conservation and Development. He noted that the Planning Commission's role at this point is strictly advisory. Chairman Van Hise noted that the State legislature has given until 2015 to submit the updated Plan of Conservation and Development.

Irv Agard asked for the status of the Plan of Conservation and Development update. Chairman Van Hise noted that the Planning Commission has reviewed the plan, taken some notes, and has submitted the notes to K. Daniel. Chairman Van Hise noted that K. Daniel has done surveys and research for the plan. Chairman Van Hise stated that K. Daniel has also generated updated maps using the GIS software.

8. **Tabled Items:**

9. **Adjourn:** G. Hunton made a motion to adjourn at 8:18 PM. D. Frankel seconded the motion, and it carried unanimously.

**\*\*NOTE: ANY OLD BUSINESS /NEW BUSINESS NOT COVERED PRIOR TO THE START OF THE PUBLIC HEARING(S) WILL BE UNDERTAKEN AFTER SAID HEARING(S)**

**\*\*\*Next Regular Meeting Scheduled for January 2, 2014\*\*\***